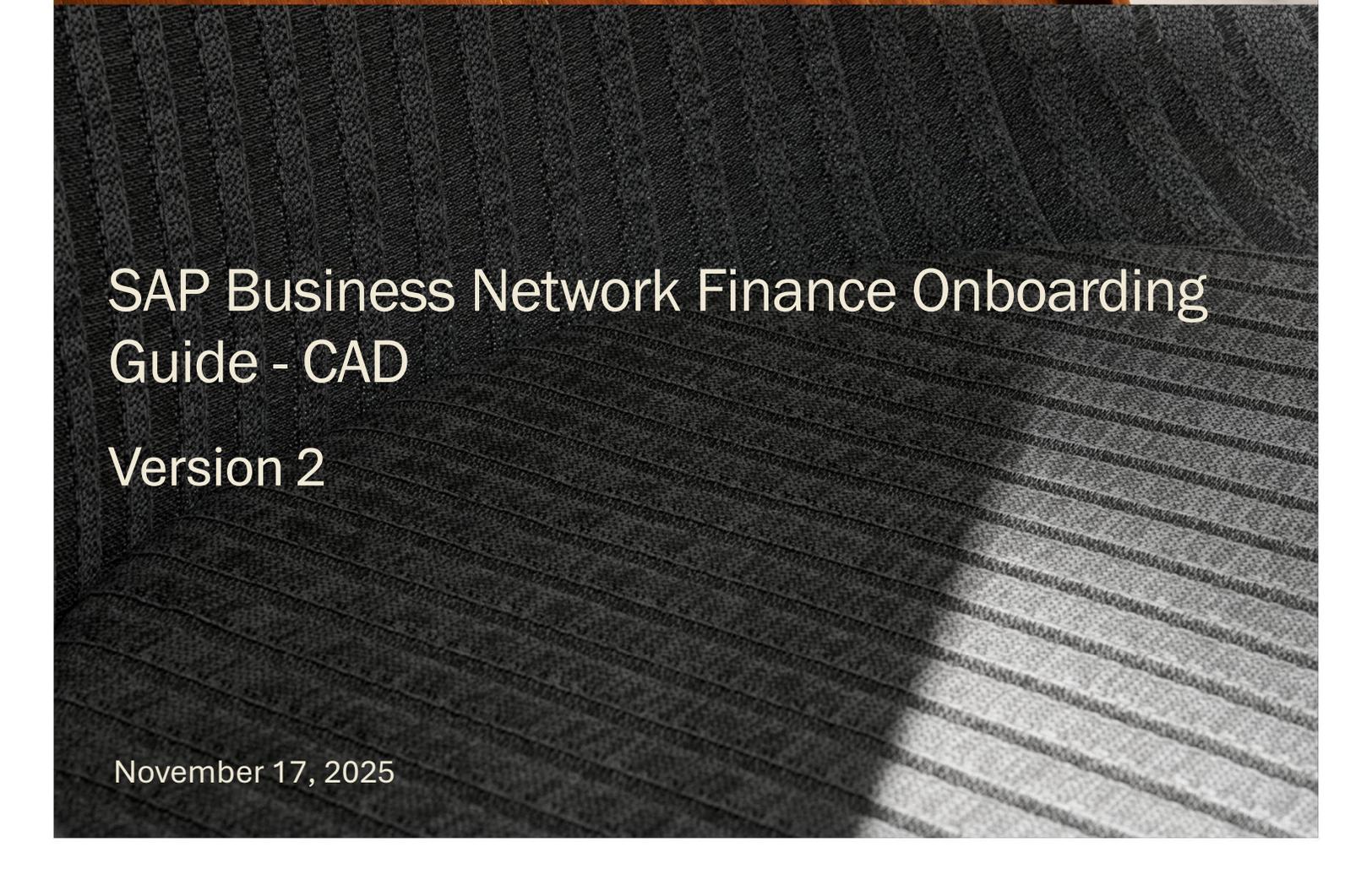




HAWORTH



SAP Business Network Finance Onboarding
Guide - CAD

Version 2

November 17, 2025

Index

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Tool Tips

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Throughout the registration, Haworth Inc has created tool tips to help guide the registration process. The tool tips often appear as question marks within a circle/bubble.



When the registration applicant (user) hovers over these bubbles, there will be a tip on what that section/field is looking for. If more information is still needed, please reach out to the invitee or to FinanceSharedServicesTeam@haworth.com before moving on.

Official Legal Documentation

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Official legal documentation (also known as Proof of Business documents) examples are often given as “W9/W8/W8-BEN-E”.

However, based on the country the entity is located in, these examples may not be applicable. In which case, please use legal proof of business that qualifies in the given country the entity is located in [Section 2: Tax Documentation](#).

Please Note: During the following guide, the reference examples will be filled in using US legal documentation.

Filling out sections 1.1 through 1.3:

Section 1.1: Supplier Full Legal Name

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Section 1.1: Supplier Full Legal Name, there is a tooltip that requests this field to only contain the name that is “displayed on [official documentation](#)”.

This field must match the same *legal entity* name that appears on the uploaded legal documentation in [Section 2: Tax Documentation](#).



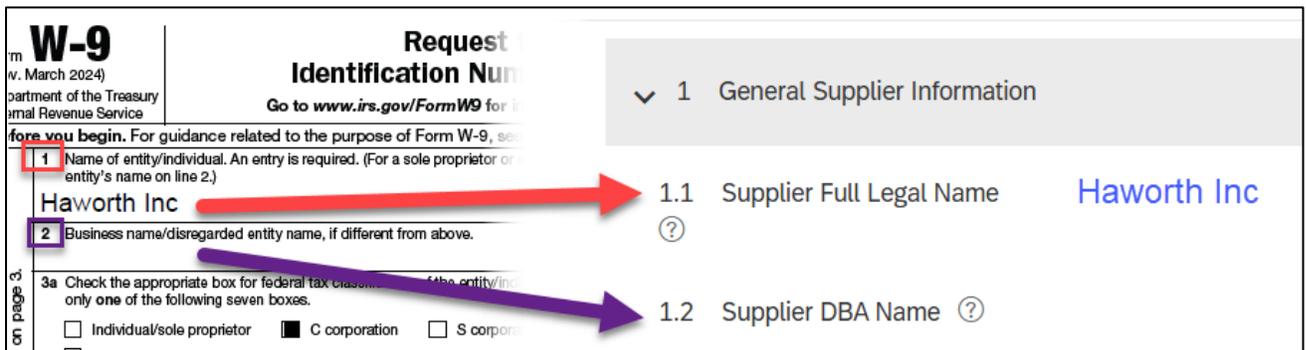
The screenshot shows the top portion of Form W-9. On the left, the 'W-9' logo and 'Request Identification Number' are visible. A red box highlights the instruction for line 1: 'Name of entity/individual. An entry is required. (For a sole proprietor or other individual, enter the name as it appears on the official documentation.)'. Below this, 'Haworth Inc' is entered. A red arrow points from this text to the '1.1 Supplier Full Legal Name' field in the right-hand navigation pane, which also contains the text 'Haworth Inc'.

Section 1.2: Supplier DBA Name

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Section 1.2: Supplier DBA Name, where DBA stands for “Doing Business As”. There is a tooltip that requests this field to only contain the legal DBA name as it is “displayed on [official documentation](#)”.

This field must match the same *legal DBA* name that appears on the uploaded legal documentation in [Section 2: Tax Documentation](#).



The screenshot shows the same Form W-9 as above, but with section 1.2 visible. A red box highlights the instruction for line 2: 'Business name/disregarded entity name, if different from above.' Below this, a question mark is entered. A red arrow points from this text to the '1.1 Supplier Full Legal Name' field, which contains 'Haworth Inc'. A purple arrow points from the instruction for line 3a to the '1.2 Supplier DBA Name' field, which contains a question mark.

Section 1.3: Main Address

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Section 1.3: Main Address, there is a tooltip that requests that the address in this section contains only the address as listed/shown “[on your official documentation](#)”.

- This should be the main physical address of the entity.
- Please **do not** fill in the “Care Of” section.
- Please **do not** combine addresses (such as both PO Box sections and normal address sections – please ensure it is only one address).
 - There are sections later on within the registration for additional addresses such as remittance addresses and ordering addresses. Please fill out these sections as necessary.
- Please ensure that the address is fully filled out (Address, State, Country, and Postal Code).

| | | | | |
|--------------------------|--|--------------------|-----------------------|--------------------|
| See Specific Instruction | <input type="checkbox"/> Note: Check the "LLC" box above and, in the entry space, enter the classification of the LLC, unless it is a disregarded entity. A disregarded entity is a single-member limited liability company that is not a partnership for tax purposes. <input type="checkbox"/> Other (see instructions) | 1.3 Main Address ? | + Street | One Haworth Center |
| | 3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "Disregarded entity" and you are providing this form to a partnership, trust, or estate in which you are a partner, trustee, or beneficiary, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. | | Postal Code | 49423 |
| | 5 Address (number, street, and apt. or suite no.). See instructions. One Haworth Center | | City | Holland |
| | 6 City, state, and ZIP code Holland, MI 49423 | | Country/Region | USA |
| | 7 List account number(s) here (optional) | | State/Province/Region | Michigan (MI) |
| | | | | |
| | | | | |

Section 2: Tax Information

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As touched on a little in the [official legal documentation](#) section, this section is requesting legal/official documentation (or proof of business documentation) be uploaded to Ariba.

| | | |
|-----------------------------|-----------------------------|-----------------------------|
| Section 2.1 | Section 2.3 | Section 2.4 |
|-----------------------------|-----------------------------|-----------------------------|

Section 2.1: Select the Type of Entity

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In this section, the wording can be a bit confusing. Here select whether or not the entity registering is a US or Foreign entity.

- Select: **Foreign Organization**
 - If the entity **is not a** US Entity, please select “Foreign Organization” and uploaded an [official legal document](#) that services as a “proof of business” in the country the entity is located in.

Section 2.3: Select Country and Enter Tax Number

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This section is based on the selection in 2.1.

- For **Foreign Entities**:
 - Please select the country the entity resides in (should match the country displayed on the uploaded documentation in section 2.4 and the main address section 1.3).
 - Please select the best option for tax type as displayed on the uploaded documentation in section 2.4.
 - Please enter either (1) the US Tax Number (if able), or (2) please enter the tax number as displayed on the uploaded attachment in section 2.4.

Section 2.4: Upload Official Documentation

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This section is based on the selection in 2.1.

- For **Foreign Entities**:
 - If “Foreign Organization” was selected in 2.1, please upload an [official legal document](#) that services as a “proof of business” in the country the entity is located in.

Please Note:

- The registration *will not allow* the applicant to move forward without uploading a document in this section.
- Please ensure that all uploaded attachments are *dated within* the current fiscal year.

Legal documentation for countries (examples): Upload only **ONE** of the applicable documents.

- Entities can always use the US document for Foreign Entities if applicable: [W-8BEN-E](#)

| Country | Qualifying Legal Documents |
|---------|---|
| Canada | <ul style="list-style-type: none">• W8 (W8-BEN-E)• Article of Incorporation• Business License• Certificate of Good Standing• Business Name Registration |

Section 5: Banking

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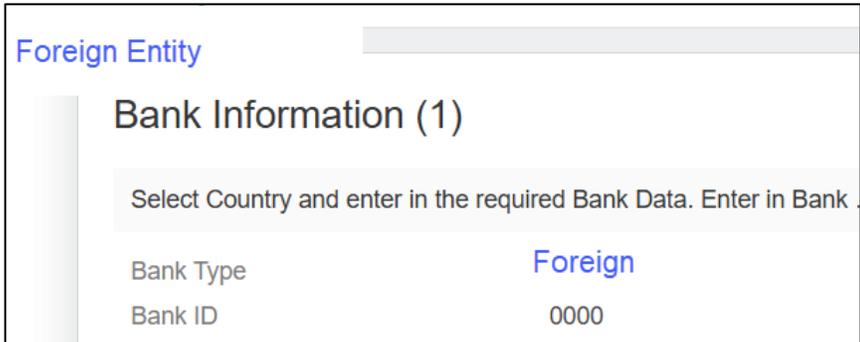
There is a tooltip within this section, however it appears differently compared to the other tool tips. Instead, it is at the top, and will appear in full when hovered over:

Tool Tip 1:

Select Country and enter in the required Bank Data. Enter in Bank Name and Address. **Ensure the Bank Country selected is the same as Country listed in the Address within Section 1**

Please Note:

- Depending on the country type, different requirements might be shown, however some general guide on some of the sections that appear in the below area.
- **Required Fields** will be marked with a red “*”.
 - If there is not a red * next to that field, it can be left blank, and the applicant will be able to submit their information.
 - If the applicant **does not use** a certain field that is required, please place “N/A” to move forward.

| Bank Section | Explanation |
|--------------|--|
| Bank Type | <p>If the entity is not a US Entity, then select the bank type “Foreign” in this section.</p>  |

| | |
|--|---|
| <p>Country/Region</p> | <p>This must match the country in section 1.3 [Main Address] or in the section that matches the provided remittance address (for Canadian entities, the bank country should also be CA).</p> <p>Haworth Inc's ERP system <u>can only process payments to a bank located in the same country as the entity's address</u> (the country here should match the country in the main address).</p> <p>If a different bank country is given, the entity must either:</p> <ol style="list-style-type: none"> 1. Provide a remittance address within the same country as the bank being loaded. 2. The bank will need to be changed to one within the entity's country (CA). |
| <p>SWIFT Code</p> | <p>Depending on the country, this field may not be applicable.</p> <ul style="list-style-type: none"> • If the entity uses a SWIFT code instead of a Bank Key/ABA Routing number, please enter the SWIFT code in this section, and in the ABA required field • If entity does not use a SWIFT code and the field is required, enter "N/A" to move forward. |
| <p>IBAN</p> | <p>Depending on the country, this field may not be applicable.</p> <ul style="list-style-type: none"> • If the entity uses an IBAN, please enter the IBAN. • If the entity does not use an IBAN, and the field is required, please enter "N/A" to move forward. |
| <p>ABA/Routing/Bank Transit</p> | <ul style="list-style-type: none"> • Canadian bank routing combination must be set up in the following order "3-digit bank/institute #" followed by the "5-digit bank transit #" instead of the US ABA combination. |

Tool Tip 2:

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Attach of one of the following: Letter or statement from your financial institution, Blank check (voided), photocopy of a cleared check, Vendor invoice or letter which contains printed ACH instructions on company letterhead

Please Note:

Please ensure that the uploaded attachment shows the full payment instructions applicable to the banking data that was entered.

This tool tip gives examples of some items that would qualify as long as the full payment instructions are shown.

- Using the entity's uploaded banking instructions attachment, ensure that the bank entered:
 - Can accept the invoice currency into the bank account
 - Is located in the same country as the main address in section 1.3

As a Foreign Entity

Bank Information (1)

Select Country and enter in the required Bank Data. Enter in Bank

| | |
|-----------------------------|---------------|
| Bank Type | Foreign |
| Bank ID | 0000 |
| Country/Region | US |
| Bank Name | Bank Name |
| Bank Branch | Chicago |
| Street | 123 Address |
| City | Holland |
| State/Province/Region | Michigan (MI) |
| Postal code | 49423 |
| Account holder name | Haworth Inc |
| Bank key/ABA routing number | 123456789 |
| Account number | 1010123456 |
| Swift ID | SWIFTID |

To: Whom it may concern
From: Haworth Inc.
Subject: **Haworth Inc. Electronic Payment Instructions**

For wire transfers
Account name: Haworth Inc.
Account number: 1010123456
Bank name: Bank Name
ABA Number: 123456789
SWIFT Code: SWIFTID

For ACH transfers
Account name: Haworth Inc.
Account number: 1010123456
Bank name: Bank Name
ABA Number: 123456789

